

Administrative Council Meeting Notes: 3-16-16

1. Discussion of Emeritus Status – results and discussion

- a. Ron McCutcheon submitted a citation, Brad Burda did not seek emeritus status.
- b. Statements by Council support Ron's recommendation for his: History of advocating for student rights, rights of students with disabilities, and student success; Exemplary performance as a member of administrative staff that provided perspective and clarity to employees for many years; Development of the ADA office, which was only possible through Ron's efforts; Reliable professional demeanor in the face of controversial updates and situations; and Responding to difficult OCR complaints to Oregon Tech's best interests.
- c. Council supports a recommendation for Ron to receive Emeritus Status
- d. Action Items: Bill will send notification to President's office regarding nominee.

2. Discussion of updating Emeritus Standards

- a. Tracie shared concerns about asking the entire campus community for input in emeritus nominees. She asked about what we do with the documentations, and does it fit the same criteria as a public information request if someone wants to see the notes. David referenced his experience with Faculty Senate that the faculty emeritus committee intentionally solicits the entire campus community for input on a nominee, as it provides open communication. Faculty nominees are able to see the written feedback on their nomination.
- b. David recommended a joint AC and Faculty Senate discussion next fall, where as the entire campus we can generate a broad approach to defining what it means to achieve emeritus status for Oregon Tech. This could lead to demonstrating the value of emeritus status that reveal the privileges attached to the honor.

3. Title IX training

- a. Tracie shared a link with Bill, and will share with the rest of the council, that demonstrates how the training will proceed. It's a 24-minute video with a quiz that all Oregon Tech employees must complete (Seattle, Salem campuses as well). AC will demo this program and offer assistance to cover labs that must be reserved, and emailing department chairs/supervisors on a schedule.
- b. This software platform will also allow us to distribute our own custom trainings, such as hazardous conditions training for employees, for example.
- c. Action Item: Tracie will draft the email that would go to supervisors and send it out for review. LeAnn will review training to evaluate for unforeseen trigger warnings.

4. Brown Bag Lunch for Summer

- a. Bill asked for recommended dates for a Summer Brown Bag Lunch. Shellie gave a list of summer events that commonly happen, such as July's Tule Lake pilgrimage, Registration dates in July and August, and to avoid Fridays.
- b. Discussion of last year's end-of-year administrator meeting at Biago's, and if it was successful. Resolution to contact Michelle (BAO) about what we can do with our budget this year instead of an off-campus meeting.

- c. Discussion on campus beautification efforts: An email to campus recently talked about a campus beautification project for planting around high traffic areas, and free Oregon Tech sunscreen was talked about.
- d. Action Items: Bill will contact Michelle about restrictions on use of funds.

5. Nominations

- a) Shellie and Denise's terms are up, and Bill has a conflict of interest as chair and sitting as a board of trustee. Bill asked if there was interest of remaining members in becoming chair for next year. No interest stated by those present.
- b) Action Item: Bill will contact Michelle or Carleen to see if they wish to be a Chair next year. Bill will get a list of eligible staff from Sandi in HR. Bill to hopefully get a response by Friday to send out nominations.